

Date: September 3, 2003

To: Records Management Community

From: Susan Frey, Departmental Records Officer

Subject: RM Numbered Memo 2003-24: Transmittal of NARA Memo NWM 29.2003  
Update on Federal Records Management Documents

Please see the email from NARA below outlining the release of their new strategy document and business process reengineering to-be records lifecycle model. We will be working to implement this new strategy within the Department and look forward to working with you in that effort.

Please let me know if you have any questions on 301-903-3666.

-----Original Message-----

From: RM Communications [<mailto:RM.Communications@nara.gov>]  
Sent: Thursday, August 28, 2003 9:14 AM  
To: Evelin, Sharon; Frey, Susan  
Subject: NWM 29.2003 Update on Federal Records Management documents

August 28, 2003

NWM 29.2003

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Update on Federal Records  
Management documents

NARA is pleased to announce the release of its new strategy document -- Strategic Directions for Federal Records Management. This document includes the strategies, tactics, and measures NARA will use as we move forward in our redesign of Federal records management. It builds on the 2002 Proposal for a Redesign of Federal Records Management and incorporates the valuable comments we received from interested stakeholders in the Federal records management community. As more information is available about specific tactics, links will be provided from the main document. Strategic Directions for Federal Records Management is available at [http://www.archives.gov/records\\_management/initiatives/strategic\\_directions.html](http://www.archives.gov/records_management/initiatives/strategic_directions.html). If you have questions about Strategic Directions, please contact Susan Cummings at [susan.cummings@nara.gov](mailto:susan.cummings@nara.gov).

One of the tactics identified in the document is Business Process Reengineering (BPR). We are also pleased to announce the completion of the initial phase of a NARA-wide records lifecycle BPR. In support of the Records Management Initiatives (RMI) and Electronic Records Archives (ERA), the BPR helps us to address the challenges presented by changes in the volume and kind of records, particularly electronic records, which we must manage, preserve, and make available.

This high-level to-be records lifecycle model is a flexible framework designed to assist NARA in making some very real changes in the processes by which we do our work. For example, the

model calls for the development of disposition standards, an automated system to assist agencies in submitting schedules using those standards, and different workflow tracks for schedules depending upon their characteristics and risk level. These changes will decrease the time and effort needed by agencies and NARA to develop, submit, and approve records schedules. At the heart of the new records processes would be a lifecycle data repository and a management data repository to improve the sharing of data and help us make better decisions. Other key changes will enable NARA to provide access to records as soon after accessioning as possible. These changes include the ability for NARA to begin processing records before they are in our legal custody, and the recognition that accession-level description may be suitable for public access to archival materials.

In the coming weeks, we will develop a roadmap for how to proceed from our as-is processes to the to-be model. Along the way, we will continue to seek stakeholder input. In the meantime, I urge you to visit the Records Lifecycle BPR web page at [http://www.archives.gov/electronic\\_records\\_archives/lifecycle\\_bpr.html](http://www.archives.gov/electronic_records_archives/lifecycle_bpr.html). If you have questions about the Lifecycle BPR, please contact Kate Theimer at [kate.theimer@nara.gov](mailto:kate.theimer@nara.gov)

HOWARD P. LOWELL  
Acting Director  
Modern Records Programs